

Fire Prevention Fund Grant Program Project Application Instructions

Several items on the Fire Prevention Fund FPF Grant Program Project Application warrant further explanation and are discussed in order as they appear on the form:

Item 1: Project Name: Please provide a name for your project. Though not required, many project names include both geographical and activity information (Ex. Ralston Ridge Fuel Break).

Item 2: Sponsoring Organization/Organization Type: Please provide the name and contact information of the sponsoring organization and the project manager for the proposed project in the space provided. Types of eligible organizations are listed in the drop down menu. Please choose the category that best describes your organization from this list. If you choose other, please specify your organization type in the space provided.

Item 3: Project Activity: Eligible activities for funding under the FPF Grant Program are education, planning, and hazardous fuel reduction activities that are designed to reduce the risks associated with wildfire to owners of structures in the State Responsibility Area. If "other" is selected from the drop down list, provide a concise description of the proposed activity. A more detailed explanation should be provided in the Scope of Work document.

Item 4: Grant Period: Instructions are provided on the application form.

Item 5: Project Location: The township, range, and section of your project area can be found on most maps. USGS topographic maps are good sources for this information.

A map of the Cal Fire administrative units is available at http://frap.fire.ca.gov/data/frapgismaps/pdfs/admin_units_09.pdf. This information will allow CAL FIRE to identify the appropriate local personnel to act as the contact person for your project.

Providing an address, community, or common name of the project area will allow a person with local knowledge of the area better understand the targeted area of the proposed project.

Item 6: Project Area Statistics: Estimate the number of habitable dwellings in the project area.

Total acres within the project area and acres to be treated are often the same. However, in some cases the area impacted by a project (project area) may be larger than the area that actually receives work. Use these two items to make this distinction.

Item 7: Fire Hazard Severity Zones (FHSZ): Determine the proportion of each Fire Hazard Severity Zone in the project area. Estimate the percent of your project area that are in moderate, high, or very high rating categories. The total should equal 100%. FHSZ may be determined by accessing the county maps at the following website http://calfire.ca.gov/fire_prevention/fire_prevention_wildland_zones_maps.php. Click on the county your project is in to bring up the county map.

Item 8: Project Budget: A detailed project budget should be provided in an attached Excel spreadsheet. Please include here the total grant request, any matching funds being provided through other funding sources, and the total project budget. There are a few totals that need to be entered in the project application. The project application form includes the cell reference back the Excel spreadsheet. If the Excel spreadsheet template is modified then the cell references may no longer apply.

Item 9: Attachments: To be considered for funding, all applications must include a complete Scope of Work and Project Budget. Instructions for completing the Scope of Work and Project Budget can be found in the Fire Prevention Fund Procedure Guide.

A Project Map is only required for fuel reduction projects. Maps should be submitted in PDF format and be designed to print on standard 8½ by 11 inch paper. The map scale should be 1:24,000 or greater and include a legend. The project name and proponent should be included in the title of the map. The map should clearly show project boundaries, treatment area(s) by type, and any other information necessary for reviewers to understand the material presented on the map.

Planning and educational projects should consider including a map of the targeted communities to clarify the geographic extent of the proposed project. A narrative description of the project area is required for all projects in the Scope of Work.

Item 10: Application Submission: Applications, with all required supporting material, may be submitted either by mail or email per the instructions on the Application form. Include the name and title of the authorized representative that is submitting the grant application.